

CASHIER SERVICES SUPERVISOR

DEFINITION: Under general supervision, performs skilled accounting work of considerable difficulty involving the technical maintenance of fiscal records by applying standard accounting principles and methods; supervises, trains and coordinates the activities of accounting technicians ensuring that all responsibilities are performed in the most efficient and timely manner; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, assigns, supervises, and coordinates the preparation and maintenance of records and reports; develops and implements changes to work schedules, work assignments, processes or methods to meet operational needs and ensures achievement of work objective; monitors activities of subordinates; conducts performance appraisals; responds to requests for information based on substantial knowledge of accounting procedures; reconciles various accounting documents for accuracy and completeness supervises the distribution of checks; prepares required reports.

Prepares and maintains a variety of reports including cash control reports, investment reports, computer check reports, return items account and records of deposit; estimates daily cash requirements; maintains appropriate amounts of cash on hand; verifies and/or reconciles deposit of funds from staff and departments; maintains up-to-date record of time certificate deposits and the availability of fund for future investments; makes deposits, transfers and bank corrections as required; checks and verifies all journal entries for accuracy and completeness and makes necessary corrections; performs special projects.

Oversees the maintenance of field cash system including the distribution, receipt of receipt books, monies and checks; manages delinquent account system for control, collection and redeposit of all returned checks; formulates, recommends and implements changes to policy or procedure when needed; interprets applicable policies and procedures; may be delegated in the absence of the Accounting Manager; performs skilled accounting tasks involving the application of bookkeeping principles to the maintenance of financial accounts and records that includes posting to receivable and disbursement records.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of general governmental accounting and financial administration principles and practices including automated accounting systems.

Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to auditing, budgeting and accounting.

Knowledge of modern office procedures and practices, used in accounting transactions, including record keeping and data security methods and techniques.

Knowledge of supervisory methods and techniques.

Skill in operating and developing computer databases and spreadsheet files.

Skill in reviewing and analyzing a variety of accounting records and reports necessary to document the receipt, allocation, and distribution of funds in a government setting.

Skill in establishing cooperative work relationships with those contacted in the course of work.

Skill in supervising subordinate staff.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Accounting or related field; and three (3) years of increasingly responsible bookkeeping, accounting and banking experience, one (1) year of which must have been in a lead or supervisory capacity; or a high school diploma or GED; and completion of 12 semester hours in accounting from an accredited college or university; and six (6) years of experience in a payroll and/or cashier's office, two (2) years of which must have been in a lead or supervisory capacity.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.